

Education Adjustment Verification Form 551c
Master's, EdS, or Doctorate Degree Credit

reference [WCSD Policy 1900](#)

Employee Information

FULL NAME (please print)	TODAY'S DATE
EMPLOYEE ID#	CACTUS ID
E _ _ _ _ _	

Transcripts Checklist

All of the following requirements MUST BE MET to be eligible for Education Adjustment Credit

1. You must submit original transcripts as documentation and verification of degree issuance.

* Attach original transcripts to this form

OR

* Have electronic transcripts sent directly from the university to WCSD at hr-transcripts@washk12.org

2. Reference your transcripts to answer the following questions:

YES

NO

Did you complete all credits for education adjustment after your initial teaching license was issued?		
Were the credits acquired outside of normal contract time?		
Were the credits acquired without receiving a WCSD stipend or compensation?		

By signing below, I hereby verify that the information provided on this form is true and correct to the best of my knowledge. Any misstatement, omission, or misinformation may be grounds for disciplinary action.

Employee's Signature _____ Date _____